

Donna L. Nelson
Chairman

Kenneth W. Anderson, Jr.
Commissioner

Brandy Marty Marquez
Commissioner

Brian H. Lloyd
Executive Director



Greg Abbott
Governor

Public Utility Commission of Texas

JOB VACANCY ANNOUNCEMENT

SUBMIT STATE OF TEXAS APPLICATION to:

PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701

Email: Recruiter@puc.texas.gov

Fax: (512) 936-7054

JOB TITLE: Commissioner's Advisor

JOB VACANCY NUMBER: 2016-03

DIVISION: Chairman Nelson's Office

SALARY: \$4,023.17 - \$4,583.34/month
(Commensurate with Qualifications)

SALARY GROUP: B21

CLASS TITLE: Program Specialist V

CLASS #: 1574

*Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 per week.

**Position may be part-time, depending on the qualifications, skill, and availability of applicant. If hired as a part-time employee, salary may be based on the hours worked.

OPENING DATE: September 23, 2015

CLOSING DATE: Open Until Filled

HOURS PER WEEK: 20 – 40**

ESTABLISHED WORK HOURS: 8:00 – 5:00 M-F
(Flextime may be available with supervisory approval)

FLSA*: Exempt

EEO CATEGORY: Professional

TYPE: Full-time ☒ Part-time ☒ Temporary ☐

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If college transcripts are required, they must be submitted with the application. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

GENERAL DESCRIPTION:

Commissioner's Advisor serves as an advisor to the Commissioner on matters pending before the Commission, including contested cases, rulemakings, and general policy development. Serves as the liaison between the Commissioner's Office and Commission staff, other state and federal agencies, legislative staff, the Governor's staff, industry personnel and the general public. Work under general supervision with latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Assist Commissioner and Senior Advisor in preparing for open meetings by reviewing matters scheduled for consideration and assisting the Commissioner in analyzing them.
- Perform research on issues relating to utility regulation and oversight of competitive telecommunications and electric markets.
- Assist in formulation of Commission policy.
- Serve as the liaison with other state and federal agencies, the Governor's office, and offices of legislators.
- Draft reports and correspondence on utility issues for Commissioner.
- Review final orders and other documents prepared for Commissioner's signature.
- Prepare speeches and presentations.



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An Equal Opportunity Employer

REQUIRED MINIMUM QUALIFICATIONS:

Education And Experience:

- Bachelor's degree from an accredited four (4) year college or university. Work experience may be substituted for education on a year for year basis. ***Copy of college transcripts (official or unofficial) must be submitted with the State of Texas Application for Employment if applicable***, and;
- Experience in accounting, business, law, policy analysis or economics, or related field.

Military Occupational Codes:

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at:

[MILITARY CROSSWALKS\2016-03, PROGRAM SPECIALIST V.pdf](#)

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

PREFERRED QUALIFICATIONS:

- J.D., M.B.A., Master's degree, or equivalent degree in chosen field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to research and analyze a wide range of complex areas including competitive market issues, economics, engineering, accounting, finance, law and government regulation.
- Ability to effectively communicate complex issues clearly and concisely.
- Ability to work independently with a minimum amount of direct supervision.
- Ability to work effectively under pressure and to work overtime as necessary.
- Ability to travel as required representing the Commissioner and attending conferences and seminars.
- Ability to exercise mature judgment in carrying out assignments, and to deal diplomatically with staff, members of the public and industry representatives.
- Ability to attend work regularly and adhere to approved work schedule.

REMARKS:

- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview will be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.